

HR31 Project Management Training

Revised September 1997

Non-Project Managers Qualification Standard (May 1995)	
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Construction Management and Engineering

[illegible]

Authorization System to construction projects																			
2.2i. Describe the aids used to control construction activities		F	F	F	F	F		F									F	F	F
2.2j. Discuss the documents that should be maintained in the construction project record		F	F			F											F		
2.2k. Discuss the content, requirements, and application of Title I and Title II Design Summaries to construction projects																			
2.2l. Discuss the graded approach to each of the following elements of project baseline development: technical baseline and work scope development, roles and responsibilities, cost estimating, planning and scheduling baseline, cost baseline		F	F	W	W	W	F	F	W	F							F	F	F
4.1 Working level knowledge of project management principles and the methods used to ensure that contractor resources are applied to meet quality, safety, technical, cost, and schedule estimates																			
4.1 Familiarity level knowledge of project management practices sufficient to manage training-related programs and projects																			
4.1a. Explain the purpose of project management and describe the life cycle of a typical project		F	F	F	F	F	F	F	F	F	F	F	F	F			F	F	F
4.1b. Describe the primary roles and responsibilities of instrumentation and control personnel as outlined in DOE Order 4700.1, Project Management System																			
4.1c. Describe typical documents and data sources used in project management																			
4.1d. Identify, explain, and discuss the relationship of the major elements of a project		F	F	F	F	F	F	F	F	F									F
4.1e. Explain the purpose and use of a Project Execution Plan		F	F	F	F	F											F	F	
4.1f. Discuss the five elements of the DOE program for operational configuration management as described in DOE-STD-1073-93, Guide for Operational Configuration Management Program (design requirements, document control, program management, change control		F	F	F	F	F		F											
4.1g. Explain the use of safety plans in the management of projects		F	F	F		F					F	F							
4.1h. Discuss the relationship between work breakdown structure (WBS) and cost and schedule		F	F	F	F	F	F	F	F	F	F						F	F	F
4.1i. Describe the purpose and use of work packages and/or planning packages		F	F	W	F	W											F		F
4.1j. Describe the purpose and use of schedules and discuss the use of milestones and activities		F	F	F	F	F		F			F	W	F	F					
4.1k. Describe the critical path method of scheduling		F	F		W	F					F	F	F	F					
4.1l. Explain the concept of a project management baseline and describe the baseline used in project management		F	F	W	W	W	F	F	F	F							F	F	F
4.1m. Discuss the following elements of construction project contract labor: availability of labor skills, interaction of labor crafts, standby requirements and their impact on the schedule, craft jurisdiction, union vs. non-union, skills and labor rates		F		F	F	F													
4.1n. Describe how performance and productivity rates are established		F	F			F											F		F
4.1o. Discuss the use of resource loaded, time-based, CPM schedule for the day-to-day control of a project and its importance in meeting cost and schedule baseline		F	F	F	F	F													F
4.4 Ability to perform project management duties in providing construction management and engineering support to a project																			
4.5a. Ensure that cost, schedule, and scope requirements are met		F	F	F	F	F	F	F	F	F							F	F	F
4.5b. Act as principal contact and liaison for the exchange of information between the contractor and the Department							F										F	F	

4.5c. Ensure that instructions to the contractor are within the terms of the contract							F									F	F		
4.5d. Ensure compliance by the contractor with the technical, safety, and administrative requirements of the contract			F	F	F	F	F		F							F	F	F	F
4.5e. Participate in the formulation and approval of plans and schedules																			
4.5f. Arrange for contacts between the construction contractor, other participants, and appropriate staff as required																F			